



Agency Records Disposition Schedule

Department: Department of Economic Development

Section: Regulatory Review Division

Division: Missouri Public Service Commission

Sub-Section: Utility Services Department

TITLE: Case Working Papers

CUTOFF: Close of Case

DESCRIPTION: Research records collected by staff used for generating written testimony. Records contain regulated company account information, financial rating documentation, loan documents, memoranda, books and papers, and technical correspondence exchanged between the company and staff.

RETENTION: Years: 10 Months: Days:

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 141

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010

TITLE: Special Projects and Statistical Files

CUTOFF:EOCY

DESCRIPTION: Information relating to studies or workgroups officiated or participated in by staff to address specific concerns; evaluate the feasibility of programs; propose guidelines; evaluate implications of legislation; and evaluate effects on revenue and costs or issues facing the citizens of Missouri.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 117

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010

TITLE: Technical Reference Materials or Training Materials

CUTOFF:EOCY

DESCRIPTION: Technical reference materials, professional training materials for Continuing Professional Education (CPE), Professional Development Hours (PDH), and Management Training Rule (MTR) training provided to or generated by staff. Includes books, utility reports to outside entities (e.g. shareholders), brochures, agendas, publications distributed during training sessions. Records of training include, but are not limited to participation, training dates, training locations, instructor name, credentials, CPE credits earned, and program evaluations.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES: Training records maintained in compliance with Standard No. 18 CPE Programs.

DISPOSITION ACTION: Destroy

SERIES: 72

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010